Employee Self-Help Guide to Entering Your Time into VTHR - Page 1
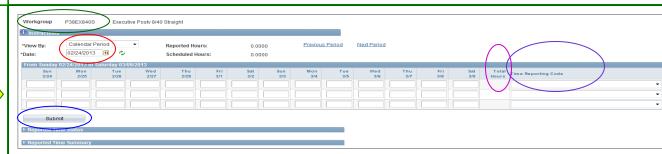
LOG ON ⟹	1. Go to DHR Website: http://humanresources.vermont.gov/vthr/resource_center 2. Log on to VTHR: click Login Here 3. *Enter your employee ID and Password; then click "Sign In"*
VERIFY ⟹	4. ***Verify that you are on the correct pay period by checking the pay period end date and validate that your workgroup is correct.***

ENTER ⟹

5. Employees should report all regularly scheduled hours each day using the correct **TRCs (Time Reporting Codes).** For example: an employee could enter 8 hours each day for a total of 40 hours for the week on the first line (if that were their regular schedule).
6. Additional lines should be used to report OT (hours worked over schedule), sick leave, personal leave, annual leave, holiday, etc. Utilize one line for each different TRC, and/or task profile/combo code used. See the back of this card for additional examples.
7. At a minimum, enter time for each week before the end of your last shift. You may enter time every day as well as make changes anytime during the pay period. Use the comment field to explain changes.

Questions about which task profiles or combo codes to use should be directed to your supervisor or business office.

SUBMIT ⟹	8. When time entry is completed: > Select **"Submit"** > then "OK". Verify that regular scheduled hours for this pay period show in **"Total Hours".** Click Sign out on upper right hand side of page. [NOTE: Each time you sign-out, a reminder message says "save reminder -you have unsaved data" - if you know you saved, go ahead and exit, if not, go back and save.]

Employee Self-Help Guide to Entering Your Time - Page 2

For reference only. These are only examples and do not include all possible combinations. Note: Image compressed to show all; your view on-screen may be different.

40 regular hours

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Time Reporting Code	Cash/Comp	Shift	Combination Code	ChartFields		
	8	8	8	8	8			8	8	8	8	8		Hours Worked - WORK	CASH			ChartFields	+	−

Regular & Over-time

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Time Reporting Code	Cash/Comp	Shift	Combination Code	ChartFields		
	9	8	8	9	8			8	8	8	8			Hours Worked - WORK	CASH			ChartFields	+	−
					1							1		Hours Worked Over Schedule - WRKOT	COMP			ChartFields	+	−

Employees eligible for cash for OT can enter all hours worked and VTHR will break out the OT for you based upon your schedule in your workgroup

Using Leave Time

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Time Reporting Code	Cash/Comp	Shift	Combination Code	ChartFields		
	8	4		8	8			8	8	6	6			Hours Worked - WORK	CASH			ChartFields	+	−
		4	8											Sick - SICK	CASH			ChartFields	+	−
										2	2	8		Annual Leave - ANNL	CASH			ChartFields	+	−

Shift w/ Over-time

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Time Reporting Code	Cash/Comp	Shift	Combination Code	ChartFields		
	8	8	8					8	8	8				Hours Worked - WORK	CASH	SECOND		ChartFields	+	−
8					8	8							8	Hours Worked - WORK	CASH	WKND2		ChartFields	+	−
	1	1								1				Hours Worked Over Schedule - WRKOT	CASH	SECOND		ChartFields	+	−
					1	1								Hours Worked Over Schedule - WRKOT	CASH	WKND2		ChartFields	+	−

Combo Codes

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Time Reporting Code	Cash/Comp	Shift	Combination Code	ChartFields		
	8	8	8	8	5			8				5		Hours Worked - WORK	CASH			ChartFields	+	−
					3						3	8		Hours Worked - WORK	CASH		000008488	ChartFields	+	−

Task Profile

Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Time Reporting Code	Task Profile ID	Cash/Comp	Shift	FMLA		
	8	8	8	8	8			8	8	8	8	8		Hours Worked - WORK	02120-TSBA	CASH			+	−